



4275 Norex Drive  
 Chaska, MN 55318-3046  
 (952) 936.0990

Date: \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT – Pre-employment Questionnaire

### Personal Information

Name		Email Address	
Current Address	City	State	Zip Code
Phone No. ( ) ( )	Cell No. ( ) ( )	Referred By	

### Employment Desired

Position	Date you can start
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Ever applied to BIOLYPH before? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Education History

Name & Location of School	Years Attended	Did You Graduate?	Subjects Studied
High School			
College			
Trade, Business or Correspondence School			

### Former Employers (beginning with most recent)

Employer: _____	City: _____	State: _____
Position: _____	Hourly Rate: _____	Start _____ Final _____
Employment (month/year): _____	From _____	To _____
Describe the work you did (include skills that you could apply at BIOLYPH): _____ _____		
Explain your reasons for leaving: _____		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?		

Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Position: \_\_\_\_\_ Hourly Rate: Start \_\_\_\_\_ Final \_\_\_\_\_  
 Employment (month/year): From \_\_\_\_\_ To \_\_\_\_\_  
 Describe the work you did (include skills that you could apply at BIOLYPH):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Explain your reasons for leaving: \_\_\_\_\_  
 May we contact this employer?  Yes  No If no, why not?

Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Position: \_\_\_\_\_ Hourly Rate: Start \_\_\_\_\_ Final \_\_\_\_\_  
 Employment (month/year): From \_\_\_\_\_ To \_\_\_\_\_  
 Describe the work you did (include skills that you could apply at BIOLYPH):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Explain your reasons for leaving: \_\_\_\_\_  
 May we contact this employer?  Yes  No If no, why not?

Have you ever been discharged by an employer?  Yes  No  
 If yes, please explain all terminations: \_\_\_\_\_  
 \_\_\_\_\_  
 List all periods during which you were unemployed: \_\_\_\_\_  
 How did you spend this time?

**References**

NAME	RELATIONSHIP	YEARS KNOWN	PHONE NO.

# APPLICATION QUESTIONNAIRE

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please help us become acquainted with you by answering a few questions:

1. Are you more reserved or more outgoing? \_\_\_\_\_

2. Are you more task oriented or people oriented? \_\_\_\_\_

3. On a scale of 1 to 10 (10 being the highest), how well do you follow directions?  
\_\_\_\_\_

4. How do you describe yourself? \_\_\_\_\_  
\_\_\_\_\_

5. On a scale of 1 to 10, how well do you multitask?  
\_\_\_\_\_

6. What are your hobbies? \_\_\_\_\_

7. What unique qualifications, skills, experience or interests do you bring to BIOLYPH?  
\_\_\_\_\_  
\_\_\_\_\_

8. Is there any type of work you cannot perform?  Yes  No  
If yes, please explain: \_\_\_\_\_

9. If hired at BIOLYPH, can you furnish proof of eligibility to work in the United States?  
 Yes  No If no, please explain  
\_\_\_\_\_

10. If hired at BIOLYPH, are you prepared to take a physical exam, including drug and alcohol screening?  
 Yes  No If no, please explain \_\_\_\_\_

11. Number of hours you would like to work: Per day \_\_\_\_\_ Per week \_\_\_\_\_

12. Are there any days, Monday-Friday, which you are unavailable to work?  
\_\_\_\_\_

13. Are there any hours between 7 AM and 5 PM that you are not available to work?  
\_\_\_\_\_

**Please Read and Sign:**

By my signature below, I promise that the information provided in this employment application (and accompanying resumé or documentation, if any) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I agree to immediately notify BIOLYPH if I should be convicted of a felony, or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse or violence, while my job application is pending or during my period of employment, if hired.

I authorize any person, school, current employer, past employer(s) and organizations named in this application (and accompanying resumé, if any) to provide BIOLYPH with any information and opinion requested by BIOLYPH in connection with any application, and I release such persons and organizations from any legal liability in making such statements.

I understand that this application does not create a contract of employment. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted BIOLYPH policies. I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time for any reason, with or without notice. I understand that no person is authorized to change any of the terms mentioned in this employment application.

As part of your application for employment you may be asked to sign a release of information authorization. This is to allow the company to verify your references and, at the company's discretion, to perform other background investigations to determine your qualifications for employment. Through an outside agency we may investigate your academic credentials, prior employment, personal/professional references, credit report, motor vehicle record and/or criminal record. You will be provided with a separate authorization and release form for this purpose.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_